

Updating Your Google Map Locations

A Step-by-Step Guide

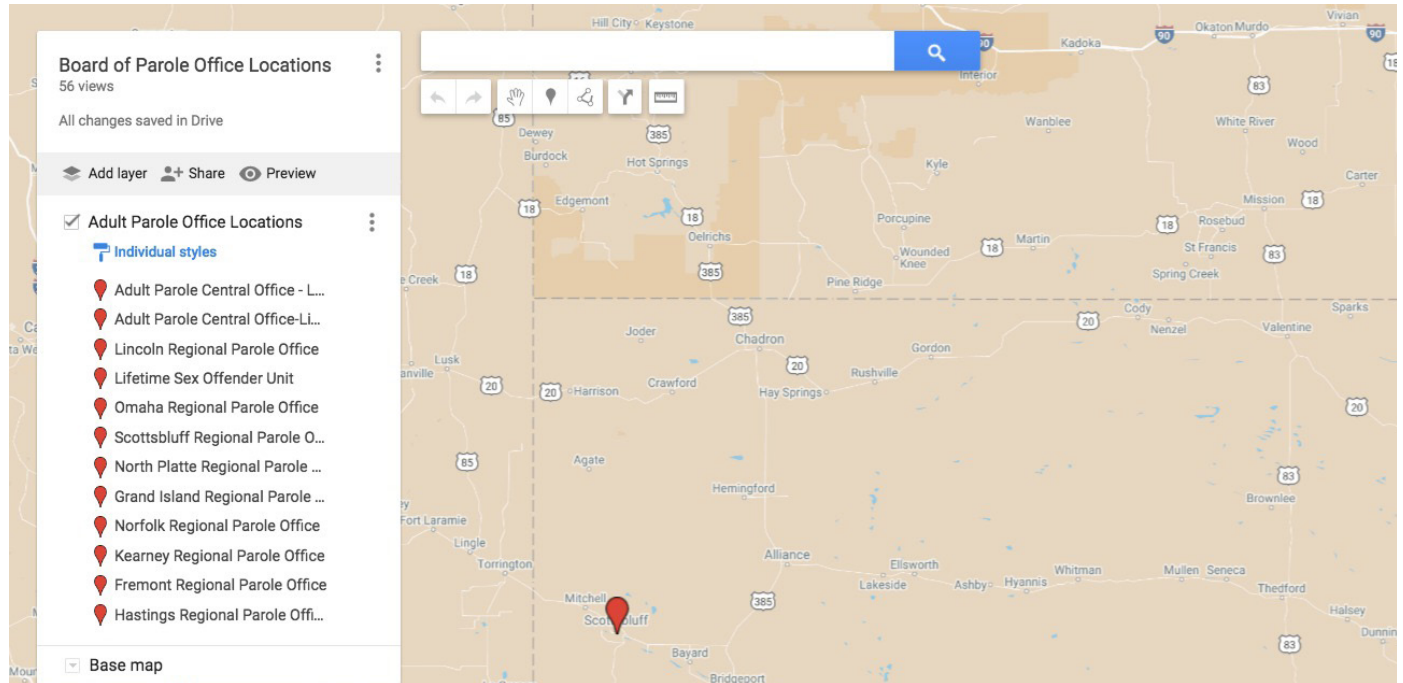


Last Updated: 08/17/16

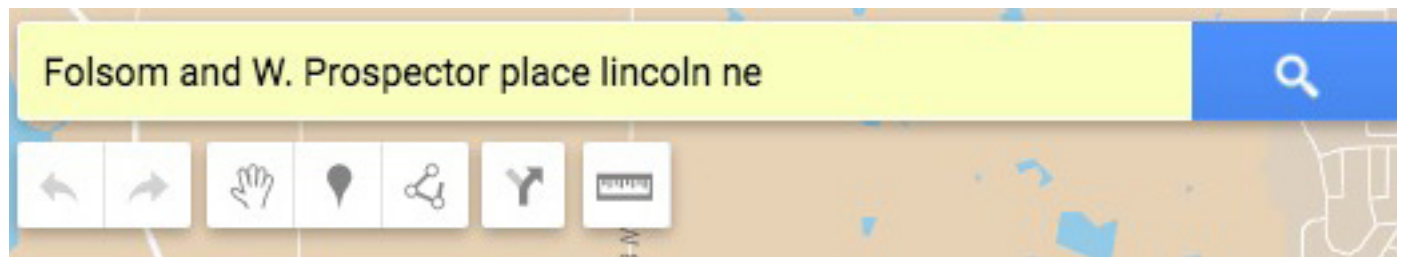
Your Google Map Location

Add Locations

Your map has been customized through Google Maps. To update your office names, locations, or addresses, go to google maps and log in with the credentials that Nebraska Interactive has given you.

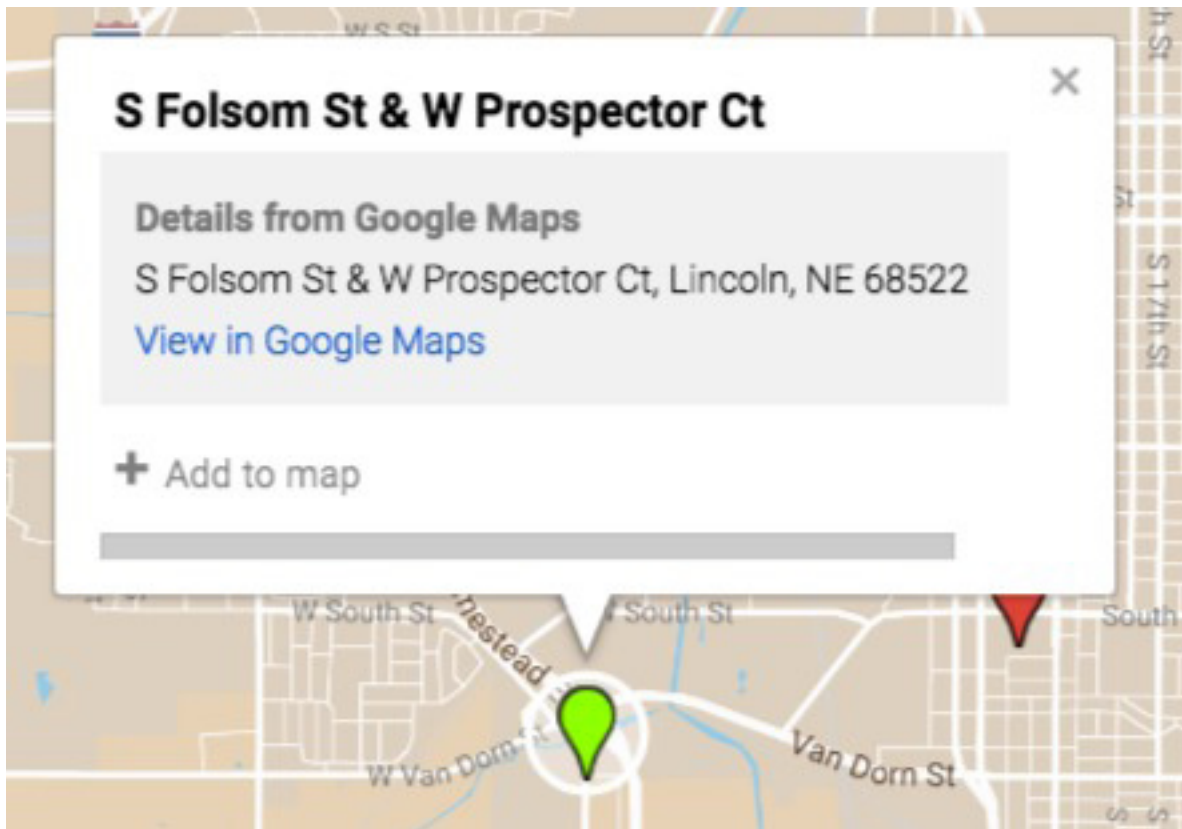


1. If you need to add a new location, add the address in the search field at the top of your screen.



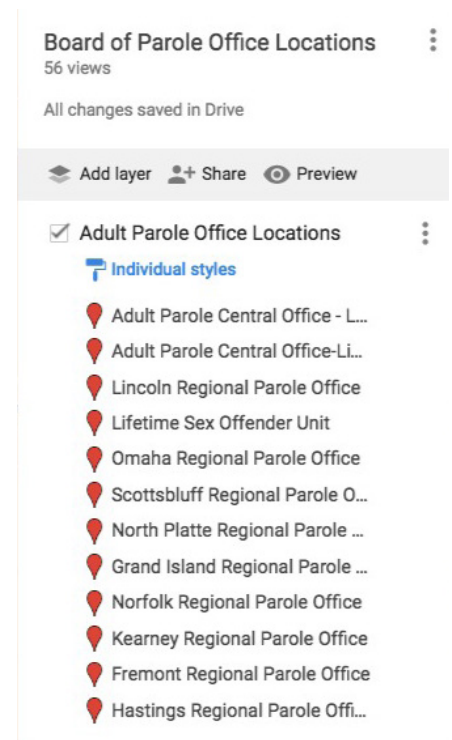
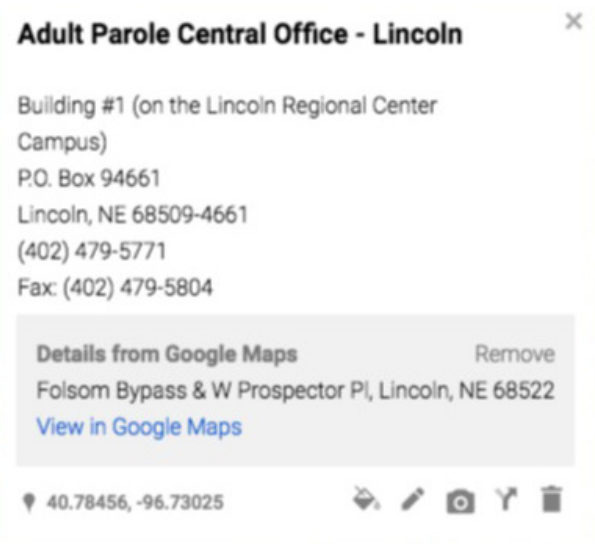
Add Locations

2. When you search the location, an icon will show up at that specific location. If this is the correct location, click “Add to map”. Now this location is added your entire library of location points.



Add Locations

1. Now that you have your locations added, you will see a menu on the left hand side of your screen with the multiple locations that have been added.
2. Select the appropriate location that you would like to edit. Once you click on the location, another box will appear with the current location details. Click on the pencil icon to edit the location details.



3. Once your inside the location details editing field, you can make the necessary changes that are needed. Once you have your changes made, click "Save".

